



PURCHASING DEPARTMENT

921 South 8th Ave., Stop 8110

Pocatello, ID 83209-8110

Phone: (208) 282-3111

Vendor Registration Form

Send Purchase Orders to:

Business Name: _____

Address: _____

Address 2: _____

City: _____

Zip Code: _____ State: _____

Contact Name: _____

Contact Phone: _____

Fax: _____

E-mail Address: _____

Refer to ISU Terms & Conditions, which will appear on all purchase orders, for additional information at: <https://www.isu.edu/purchasing/vendor-resources/>

Does your company accept MasterCard/Visa?

Yes No

Do you qualify as a Women/Minority Business Enterprise Program (WMBE)?

Yes No

If Yes (please check one):

- MA – Minority Asian
- MB – Minority Black
- MH – Minority Hispanic
- MN – Minority Native American
- SB – Small Business
- SD – Social Disadvantaged
- SE – Socially & Econ Disadvantaged
- Woman Owned

Remit Payment to: Same

Business Name: _____

Address: _____

Address 2: _____

City: _____

Zip Code: _____ State: _____

Contact Name: _____

Contact Phone: _____

Fax: _____

E-mail Address: _____

ISU Contact: _____
(Name of person requesting setup)

*** Please complete and return or attach a copy of your company/organization's [W-9](#) or [W-8BEN](#) and this Vendor Registration Form to <mailto:buyers@isu.edu>**

Idaho State UNIVERSITY

To Whom It May Concern,

Idaho State University has implemented a new financial services software system. The 'Banner' system requires a disciplined and precise sequence for ordering goods and services as well as the payment process. This letter is to formally restate existing requirements for doing business with Idaho State University:

1. All orders for goods and services must begin with a Purchase Order number or a Purchasing Card account number. These numbers are your assurance that you have a bona fide order. If a Purchase Order number is not obtained prior to shipping goods or performing services, we are unable to pay invoices that may follow.
2. The Purchase Order will designate 'a Ship To' address. Please adhere to this address. Items shipped to other locations will delay or prohibit the payment process.
3. All packages must have the Purchase Order number printed on the shipping label. We cannot guarantee payment for packages that arrive in our Receiving Department without a Purchase Order number.
4. All invoices must show the Purchase Order number and as of July 1, 2009, be sent to this address:

Idaho State University
Accounts Payable
921 S. 8th Avenue Stop 8219
Pocatello, ID 83209

Invoices sent to any other address will delay the payment process. Electronic invoices may be emailed to: invoices@isu.edu Invoices sent without Purchase Order numbers will be returned to the vendor to identify the correct number. This will delay the payment to the vendor.

5. Be advised that only Buyers in this office have authority to order goods and services for the University. A bona fide Purchase Order number or Purchasing Card number is your assurance that authority has been delegated from our office to other University employees authorizing them to make financial commitments. If you have any question as to the validity of an order, please contact our office. If your company accepts a request for goods or services without an appropriate number as explained above, your only recourse for payment may be from the individual who contacted your company.

Thank you for your compliance to these requirements. We look forward to a mutually beneficial business relationship with your company.

Sincerely,



Rick Dutson
Interim Director of Purchasing Services